

## **JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant      **GRADE:** 14

**JOB CODE:** 1104

**DATE:** 7/25/95

**GENERAL FUNCTION:** Under the general direction of the local health department director or program director, assists in the review, evaluation, development and implementation of the agency's administrative activities and performs other duties as required. The incumbent in this position would serve as an administering or managing various administrative activities which are moderately difficult to perform. These activities may include personnel, budgeting and financial management, planning, assisting in policy review and development, office automation or other administrative activities as assigned. The incumbent may be assigned special projects to complete within specified time frames. The incumbent may supervise or coordinate the activities of staff as appropriate.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Interprets and applies laws, rules, regulations and policies applicable to the administrative activities assigned.

Assists the director in personnel actions by interpreting the appropriate merit system regulations, initiates and processes personnel actions with approval of supervisor and oversees attendance and payroll system.

Assists in budget preparation, periodic review of the budget for necessary changes, and prepares revenue and expense reports.

Assists in compiling statistical reports, prepares program plans, policy manuals and other informational materials for distribution to staff, patients, and the general public and to meet federal, state and agency reporting requirements.

Reviews documents for completeness and checks figures for accuracy.

Provides training and an orientation program for staff on general departmental policies and other areas of responsibility as indicated.

Studies organizational needs for additional equipment, supplies and materials and makes recommendations for improvement based on resource availability.

**SUPERVISION RECEIVED:** Limited supervision; periods of relative autonomy with general supervisory review. Supervisor plays substantial role in setting goals, objectives and organizing work.

**JOB TITLE:** Administrative Assistant (continued)

**JOB CODE:** 1104

**SUPERVISION EXERCISED:** May provide immediate supervision over clerical and/or administrative staff.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of the practices and policies of the agency and the ability to interpret them concisely and accurately to the public and employees.

Ability to carry out, with limited supervision, continuing assignments requiring the organization of material, the preparation of reports and decision-making.

Ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.

Ability to write and speak effectively.

**Minimum Education, Training and Experience Requirements:** High school diploma or GED; and seven (7) years of experience in administrative responsibility such as, budgeting, personnel, planning, and other independent work activities.

Additional related education may substitute for the experience required on a year for year basis up to four years.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Personnel Specialist

**GRADE:** 13

**JOB CODE:** 1106

**DATE:** 7/25/95

**GENERAL FUNCTION:** Under direction of the Director of the local health department, maintains a personnel system according to merit system regulations for the local health department.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

**JOB TITLE:** Personnel Specialist (continued)

**JOB CODE:** 1106

Receives, reviews, and audits time distribution reporting sheets from employees to enter into a computerized system or prepares for transmittal to the Department for Health Services.

Generates payroll checks, and verifies against master listing of personnel records and approved actions. Distributes checks to employees.

Consults with director and supervisory staff as to appropriate personnel actions regarding employees, completes correspondence and necessary documentation for respective personnel actions.

Initiates personnel action requests according to policy for submittal through the automated network to the Department for Health Services for appropriate action.

Makes arrangements for appropriate newspaper advertisements, schedules examinations, and answers questions from applicants regarding recruitment and selection activities.

Prepares monthly benefit payments involved in payroll deductions. Makes adjustments to benefit billings and payments and reconciles differences based on appropriate review and auditing.

Prepares appropriate payroll and other reports such as, worker's compensation, equal employment opportunity, unemployment insurance, and special reports requested by administrator.

Maintains employee records which consist of employment history records, benefit records and current employment status.

Advises and consults with employees regarding personnel questions, policies, regulations, and grievances.

Assists in the preparation of the agency budget using personnel/payroll information.

**SUPERVISION RECEIVED:** Limited supervision; periods of relative autonomy with general supervisory review. Supervisor plays a major role in setting objectives and organizing work.

**JOB TITLE:** Personnel Specialist (continued)

**JOB CODE:** 1106

**SUPERVISION EXERCISED:** May supervise directly clerical staff or other administrative staff involved in payroll management or other assigned personnel with related responsibilities.

**JOB SPECIFICATIONS:**

**Knowledge and abilities**

Considerable knowledge of the operation and practices of local health departments.

Considerable knowledge of personnel policies and regulations and automated personnel manual.

Skill in the operation of adding machines, calculators, and computer systems.

Ability to supervise and direct the activities of subordinate staff.

Ability to communicate effectively with employees and supervisory staff in understanding personnel practices and policies of the agency.

Ability to perform mathematical processes (prepare computations for payroll such as, fringe benefit rates, etc.)

Ability to follow instructions ranging from simple to detailed in nature.

Considerable knowledge of automated data processing.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED and five (5) years experience in personnel activity, payroll, or a closely related activity. Additional related education/training may substitute for the experience required on a year for year basis.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**